

What is claimed is:

1. An arrangement for use in a computer having a display associated therewith comprising
means for displaying on said display a pattern including a
5 plurality of information fields and for identifying for each field a kind of information to be inserted therein,
means for indicating a particular one of said information fields into which information is to be inserted and for concurrently displaying a predefined tool associated with said one of said fields, said predefined tool
10 being operable to supply information of the kind identified for said one field, said tool being selected from a group of predefined tools including at least a tool adapted to supply an individual entry from a menu of alternatives and at least a tool adapted to allow said user to compose said information, and
15 means for inserting in said one field information that is derived as a result of said user operating said displayed tool.
2. The arrangement set forth in claim 1 wherein said group of predefined tools further includes a tool which displays transitory information, said transitory information being changed periodically.
- 20 3. The arrangement set forth in claim 2 wherein said tool which displays transitory information includes at least a date and time tool.
4. The arrangement set forth in claim 1 wherein said tool adapted to allow said user to compose said information includes at least a number pad, a keyboard, and a calculator.
- 25 5. The arrangement set forth in claim 1 further comprising means for obtaining from a host computer the information that is to be inserted in one or more of said fields.
6. The arrangement set forth in claim 1 wherein said display includes a touch-sensitive screen overlaying said display.
- 30 7. The arrangement set forth in claim 1 wherein at least one of said fields is a bit-mapped-graphics field adapted to allow said user to compose said information by writing on said bit-mapped-graphics field.
8. The arrangement set forth in claim 1 further comprising means for displaying a menu of labels identifying respective ones of said group of
35 predefined tools and for displaying one of said predefined tools when said user points to its label.
9. The arrangement set forth in claim 1 wherein said computer

includes at least one telephone line connected to a telephone system and wherein one of said predefined tools is adapted to operate as a telephone station set when it is displayed on said display to allow said user to establish a telephone call over said at least one telephone line by touching
5 respective buttons displayed in said telephone station set tool.

10. An arrangement for use in a computer having a display comprising
means for displaying a plurality of information fields and for identifying for each field a kind of information to be inserted therein,
10 means for storing a plurality of predefined tools associated with respective ones of said fields, each of said tools being adapted to supply information of the kind identified for its associated field, and
means responsive to information being inserted in at least one of said fields for indicating another of said fields to be filled in and for
15 concurrently displaying the respective one of said tools to be used by said user to supply the kind of information identified for said other field.

11. The arrangement set forth in claim 10 wherein said one tool is selected from a group of tools including (a) a menu tool which displays a plurality of predefined items in which said user selects one of said items to
20 be inserted in the associated field by pointing to that item, and (b) a tool adapted to allow said user to compose the information to be inserted in the associated field.

12. The arrangement set forth in claim 11 wherein said group of tools further includes a tool which displays information which is changed
25 periodically so that the information that is to be inserted in the associated field is current.

13. The arrangement set forth in claim 10 wherein said plurality of predefined tools includes at least a number pad, a keyboard, and a calculator.

30 14. The arrangement set forth in claim 10 further comprising means for obtaining from a host computer the information that is to be inserted in one or more of said fields.

15. The arrangement set forth in claim 10 wherein said display includes a touch-sensitive screen overlaying said display.

35 16. The arrangement set forth in claim 10 wherein at least one of said fields is a bit-mapped-graphics field adapted to allow said user to compose said information by writing on said bit-mapped-graphics field.

17. The arrangement set forth in claim 10 further comprising means for displaying a menu of labels identifying respective ones of said predefined tools and for displaying one of said tools when said user points to its label.

5 18. The arrangement set forth in claim 10 wherein said computer includes at least one telephone line connected to a telephone system and wherein one of said predefined tools is adapted to operate as a telephone station set when it is displayed on said display to allow said user to establish a telephone call over said at least one telephone line by touching
10 respective buttons displayed in said telephone station set tool.

 19. A method for use in a computer having a display comprising the steps of
 displaying on said display a plurality of information fields,
 identifying for each field a kind of information to be inserted
15 therein,

 indicating a particular one of said information fields into which information is to be inserted and for concurrently displaying a predefined tool associated with said one of said fields, said predefined tool being operable to supply information of the kind identified for said one field, said
20 tool being selected from a group of predefined tools including a tool adapted to supply an individual entry from a menu of alternatives and at least a tool adapted to allow said user to compose said information, and

 inserting in said one field information that is derived as a result of said user operating said displayed tool.

25 20. The method set forth in claim 19 wherein said inserting step includes the step of obtaining from a host computer information that is to be inserted in one or more of said fields.

 21. The method set forth in claim 19 wherein the step of displaying said pattern includes the step of displaying one or more of said
30 information fields as a bit-mapped-graphics field.

 22. The method set forth in claim 19 further comprising the steps of

 displaying a menu of labels when directed to do so by a user, said labels identifying respective ones of said predefined tools, and
35 displaying the respective predefined tool when said user points to its label.

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